

RULE 1 AUTHORITY AND PURPOSE

No changes

RULE 2 DEFINITIONS

2.39 REDUCTION IN COMPENSATION: **(New)** A change in salary to a lower step in the salary range.

2.49 SPECIAL EVALUATION: **(New)** Any evaluation, other than a regular or probationary evaluation, that may be issued at any time during the evaluation period.

2.54 TIME-IN-SERVICE: **(New)** Total hours of recorded time with the exception of Leave Without Pay (LWOP), all forms of Standby Time, Comp Time in lieu of Overtime and Callback pay. Time-in-Service shall not accrue in excess of 80 hours in a two-week pay period.

RULE 3 ORGANIZATION AND ADMINISTRATION

No changes

RULE 4 GRIEVANCE AND APPEAL PROCEDURES

4.03 Grievance process has been reduced to a three-step process:

Prior to filing a grievance, employees are encouraged to attempt to resolve matters informally prior to proceeding to Step 1.

Step 1:

- Employee has 20 business days to file a grievance with HR.
- Appointing Authority has 15 business days to attempt to resolve the grievance.
- Employee has 10 days to proceed to step 2 to the HR Director.

Step 2:

- HR Director has 15 business days to attempt to resolve the grievance.
- Employee has 10 days to proceed to step 3.

Step 3:

- HR Director has 15 business days to:
 - make routing decision to CSC or BOS
 - establish pre-hearing date
 - tentative hearing date(s)

4.04 Appealable decisions are clarified and consolidated into Rule 4

- (1) **Grievance Routing Decision:** A routing decision made by the Human Resources Director authorized by Rule 4.03(c) Step 3 (ii). Pursuant to Rule 4.05(g)(2) (Employee can appeal.) (03/17/05) (09/28/11)
- (2) **Classification Action:** A classification decision made by the Human Resources Director as authorized in Rule 5. (Employee or Appointing Authority can appeal.) (03/17/05) (09/28/11)
- (3) **Applicant Disqualification:** A decision made by the Human Resources Director disqualifying an applicant made as authorized in Rule 6. (Applicant can appeal.) (09/28/88) (09/28/11)
- (4) **Exam Administration:** A decision made by the Human Resources Director, following investigation, of alleged exam administration errors, improprieties, or ambiguities authorized in Rule 7. (Candidate or Employee can appeal.) (03/17/05) (09/28/11)
- (5) **Medical or Physical Standards Disqualification:** A decision made by the Human Resources Director, after review, regarding disqualification of a candidate or an employee for failure to meet medical or physical standards as authorized in Rule 8.05. (Candidate or Employee can appeal.) (03/17/05) (09/28/11)
- (6) **Eligible List Rejection:** A decision made by the Human Resources Director to withhold, remove, or restore a person to or from an eligible list as authorized in Rules 9 and 10. (Candidate or Employee can appeal.) (09/28/11)
- (7) **Below Satisfactory Evaluation:** Issuance of a performance evaluation with an overall rating of less than Satisfactory as authorized in Rule 13.05. (Employee can appeal.) (03/17/05) (09/28/11)
- (8) **Disciplinary Action:** A final written order made by an Appointing Authority imposing discipline on an employee as authorized in Rule 14. (Employee can appeal.) (03/17/05) (09/28/11)
- (9) **Grievance Rejection:** The Human Resources Director's rejection of a Grievance Form. (Rule 4.03(e)) (Employee can appeal.) (09/28/11)

- (10) **Discriminatory Probationary Rejection:** A decision made by an Appointing Authority to reject an employee during his/her probationary period as authorized in Rule 11.07. (Employee can appeal.) (09/28/88) (09/28/11)
- (11) **Discriminatory Treatment:** Allegation of illegal discriminatory treatment as defined in Rule 16.02 (Employee or applicant can appeal) (09/28/11)

RULE 5 CLASSIFICATION

Added clarifying language

RULE 6 APPLICANT & APPLICANT PROCEDURE

6.03 DISQUALIFICATION OF APPLICANTS

An applicant that has been terminated from employment with the County can be disqualified from a recruitment and/or have his/her name removed from an eligible list.

RULE 7 EXAMINATIONS

Added clarifying language

RULE 8 MEDICAL EXAMINATIONS

Added clarifying language

RULE 9 ELIGIBLE LISTS

Added clarifying language

RULE 10 CERTIFICATION & APPOINTMENT

Added clarifying language

RULE 11 PROBATION

11.03 DURATION OF PROBATIONARY PERIODS

DSS classifications (Employment Resource Specialist I, Social Worker I and Social Services Investigator I) were added to the list of one-year probationary classes.

11.04 EXTENSION OF PROBATIONARY PERIOD

The Appointing Authority may, with the approval of the Human Resources Director, extend an employee's probationary period up to a maximum of one-half of the initial probationary period (520 or 1040 hours).

RULE 12 CHANGES IN ASSIGNMENT AND TERMINATIONS

Added clarifying language

RULE 13 PERFORMANCE EVALUATION

Supervisors are required to implement a performance improvement plan for any employee who receives an overall rating of Improvement Needed or Unsatisfactory.

13.04 OVERALL RATING OF LESS THAN SATISFACTORY: A Supervisor shall be expected to take appropriate and immediate steps to assist an employee to improve or correct any performance or conduct which has been rated as Improvement Needed or Unsatisfactory. If an employee receives an overall performance evaluation rating of Improvement Needed or Unsatisfactory, the employee's supervisor shall create and communicate to the employee, a written performance improvement plan to improve or correct any performance factors rated Improvement Needed or Unsatisfactory. The employee's supervisor shall objectively document the steps taken to assist an employee to achieve a Satisfactory rating and the results of those actions. Failure by the employee to improve the overall performance evaluation rating of at least Satisfactory, within the time frame of the performance improvement plan, shall be considered as cause for appropriate disciplinary action, up to and including reprimand, suspension demotion or termination.

RULE 14 DISCIPLINARY ACTIONS

14.01 DEMOTIONS, SUSPENSION AND DISMISSALS

Added language to allow for reductions in compensation as a possible disciplinary action

14.02 REASONS FOR DISCIPLINARY ACTION

Removed:

(e) Physical or mental condition or disability which prevents performance of essential functions of the position.

- Employees may still be terminated for reasons stated above, but it will not be deemed as a disciplinary action.

Added:

(n) Negligence;

(o) Unauthorized release of confidential information from official records;

(p) Overall Unsatisfactory performance evaluation as defined in Rule 13.04; or

RULE 15 EMPLOYEE RECORDS & PAYROLL CERTIFICATION

Added clarifying language

RULE 16 EQUAL EMPLOYMENT OPPORTUNITY

Added clarifying language